

Post Office Department

REGIONAL OPERATIONS OFFICE

P:APP:AS

Philadelphia 1, Pennsylvania

March 4, 1955

Mr. Alexander Mark
13 Stecher Street
Newark 8, N. J.

Dear Mr. Mark:

An Institute for the newly appointed Training Supervisors will be conducted at this office from March 14 to 18, inclusive, at which your attendance is requested.

Please report to Room 313-B, General Post Office Building, 30th and Market Streets, Philadelphia, Pennsylvania at 9:00 AM on March 14, 1955.

A Temporary Travel Commission is enclosed for your use for railroad transportation. Please sign the Commission before using it. If pullman accommodations are necessary it will be necessary for you to make the arrangements and you will be reimbursed later. Assistance will be given you here in preparing claim for per diem and other expenses. Please retain pullman receipt stub for submission with expense account.

We will be glad to arrange hotel accommodations for those who advise whether they desire single or double rooms. If you have a preference for a certain hotel please let us know.

Sincerely yours,

D. A. Myers
D. A. Myers
Regional Operations Manager

1 encl:
Travel Commission

POST OFFICE DEPARTMENT
REGIONAL OPERATIONS OFFICE
PHILADELPHIA 1, PENNSYLVANIA

February 21, 1955

TO:

Mr. Alexander Mark
13 Stecher Street
Newark 8, New Jersey

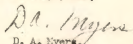
Dear Mr. Mark:

We are happy to inform you that as a result of the recent competitive processes you are eligible for consideration for the training supervisory positions in the Philadelphia Region which are listed below. Your name has been certified, therefore, to the Postmaster(s) concerned since selection from among the eligible candidates will be made by him.

Please feel free to contact the postmasters of the post offices to which you have been certified. All travel necessary to an interview must be at your own expense but, if called for an interview by a postmaster, you may be excused from duty for such interview without charge to leave.

Your interest in the Training and Development Program is appreciated.

Sincerely yours,



D. A. Myers
Regional Operations Manager

Position(s) for which eligible:

<u>Post Office</u>	<u>Title of Position</u>
Newark	Assistant Superintendent
Newark	Clerk-in-Charge

POST OFFICE DEPARTMENT
REGIONAL OPERATIONS OFFICE
PHILADELPHIA 1, PENNSYLVANIA

February 1, 1955

TO: Mr. Alex. Mark
13 Stecher Street
Newark 8, New Jersey

As a part of the selection process for Training Supervisors as described in the announcement of these promotional opportunities dated December 1, 1954, for which you took a written examination on January 11, 1955, applicants will be interviewed by a Selection Committee.

About thirty (30) minutes will be required for the actual interview.

If you are scheduled for duty during the time necessary to appear for this interview please show this letter to your supervisor or postmaster who will excuse you without charge to leave.

In order that all interviews can be completed as scheduled it is necessary that you appear promptly at the time and place shown below.

Room 201
P.O. & Courthouse Bldg.
BLDG. & ROOM NO.

Newark
CITY

11:30 AM
TIME

2/11/55
DATE

D. A. Myers
D. A. Myers
Regional Operations Manager

Promotional Opportunities

For

Post Office Employees

TRAINING POSITIONS



<u>Locations</u>	<u>Vacancies</u>	<u>Base Salary</u>
Philadelphia, Pa.	1 Training Supervisor (Supt.)	\$6470.
	1 Asst. Training Supervisor (Gen. Foreman)	\$5331.
	2 Asst. Training Supervisors (Clerk-in-Charge)	\$4570.
Pittsburgh, Pa.	1 Training Supervisor (Asst. Supt.)	\$5658.
	1 Asst. Training Supervisor (Foreman)	\$4396.
	1 Asst. Training Supervisor (Clerk-in-Charge)	\$4570.
Newark, N. J.	1 Training Supervisor (Asst. Supt.)	\$5658.
	1 Asst. Training Supervisor (Clerk-in-Charge)	\$4570.
Trenton, N. J.	1 Training Supervisor (Foreman)	\$4787.
Wilmington, Del.	1 Training Supervisor (Foreman)	\$4787.
Harrisburg, Pa.	1 Training Supervisor (Foreman)	\$4787.

The above positions may be filled provided the authorized supervisory complement of a post office is not increased.

The Postal Manual (731.4) authorizes the establishment of training positions in the field service. To give first consideration for re-assignment and/or promotion to present employees of the post offices in this region the vacancies listed above are announced.

Duties and Responsibilities

As staff assistants to line management, the training supervisors will provide specialized staff assistance in planning, developing, conducting and directing training activities to meet the needs of the local post offices. Programs will include, but will not be limited to, the following types of training:

- | | |
|--------------------------|------------------------|
| 1. Executive Development | 5. Work Simplification |
| 2. Supervisory | 6. Public Contact |
| 3. Orientation | 7. Instructor |
| 4. Basic Postal Skills | 8. Conference Leader |

General Qualification Requirements

1. Minimum of 5 years in the Postal Service.
2. Minimum of high school education or equivalent. If equivalent is claimed, applicant must give specific details. A college education is not required, but experience has shown that few will be able to pass the written exam unless they have had some college work or its equivalent.

Specialized Qualification Requirements

In addition to the general qualification requirements for all vacancies announced in this Bulletin, the following additional experience for each position is required:

Clerk-in-Charge (Training) - 1 year of supervisory, administrative or teaching experience.

Foreman (Training) - 2 years of supervisory, administrative or teaching experience.

General Foreman (Training) - 3 years of supervisory, administrative or teaching experience.

Assistant Superintendent (Training) - 4 years of supervisory, administrative or teaching experience.

Superintendent (Training) - 5 years of supervisory, administrative or teaching experience.

Supervisory and Administrative experience acquired in industry or Government is qualifying.

Teaching experience as used above, means successful experience in the instructional phases of a formal training program in industry or government, or shop or classroom teaching in a school or college.

Staff Positions

Because these positions are Staff and not Line, current supervisory registers are not being used. A highly specialized type of experience and training is essential to meet the needs for which these positions were established.

Written Examination

All applicants who meet the minimum General and Specialized qualifications will be given a written examination. Applicants will be notified by the Regional Personnel Manager of the time and place of written examination.

Personal Interview

Candidates who successfully pass the written examination will be notified by the Regional Personnel Manager of the time and place of oral interview.

Basis of Listing

A Selection Board, composed of the Regional Training Director, a District Manager, and three Postmasters will determine eligibility of candidates, and will establish a regional list of the best qualified candidates for each position level. This determination will be based on performance record, education and experience, written test and oral interview.

How to Apply

To be considered for training positions, interested postal employees meeting the minimum requirements are invited to submit Standard Form 57 to the Regional Personnel Manager, Main Post Office, 30th and Market Streets, Philadelphia 4, Pa. Complete Form 57 with as much detail as possible. Applicant must specify post offices where appointments will be acceptable and minimum acceptable salary. Applicants may be considered for salary levels higher than the stated minimum but not for lower.

It is to the advantage of each candidate to describe all qualifying experience as fully as possible, using extra sheets of paper when necessary. Failure to answer all questions on the Form 57 may be cause for disqualification.

Closing Date

The closing date for submitting applications is December 18, 1954. All applications postmarked after that date will be returned.

Final Selection

Selection from the list of eligibles for these positions will be made by the Postmaster in whose office the vacancy or vacancies exist. This selection is subject to Regional Operations Manager approval. Preference will be given to senior employees when all other factors, such as education, experience, and performance record, are equal.

Additional Information

Additional information concerning the Department's Training Policy may be found in the Postal Bulletin of August 19, 1954.

POST ON ALL EMPLOYEE BULLETIN BOARDS

D. A. Myers
D. A. Myers
Regional Operations Manager
Regional Operations Office
Philadelphia, Pa.

Removal Date December 19, 1954

Issued December 1, 1954